

NORMAN WILLIAMS AND ASSOCIATES, INC.
344 W. Liberty St. Sumter, SC 29150 (803) 775-5308
DEADLINE FOR SUBMISSION IS 10:00 a. m. MONDAY
FAX (803) 773-3854

www.williamstemporary.com norwil@fc-i.net

Name: _____ Company: _____

Supervisor: _____ Dept: _____

****Time Card for Week Ending (Sunday) ___/___/___ **DRAW A LINE THROUGH DAYS NOT WORKED****

Day	Date	Time in	Time out	Less lunch period	Total Hours
Mon					
Tue					
Wed					
Thu					
Fri					
Sat					
Sun					

Customer Verification and Signature

I certify that the hours shown here are correct and authorize payment. I agree not to hire directly or indirectly, or use the services of the temporary associate within (1)one year after the employee provided services through Norman Williams and Associates, Inc.

Total Hours For Week

Company Approval: _____ **Employee Signature:** _____

The Client shall not entrust Norman Williams and Associates, Inc (NWA) employees with unattended premises, cash, negotiables, or other valuables, or authorize such employees to operate machinery, motor vehicles, or climb ladders or off the ground without prior written permission from NWA in each instance. NWA insurance does not cover loss or damage caused by NWA employees operating Client's owned or leased motor vehicles, and Client accepts full responsibility for claims, including the defense thereof, involving bodily injury, property damage, theft, fire, collision, cargo damage or public liability, or other damage sustained or incurred as a result of a NWA employee driving such vehicle, or arising out of or involving a violation by Client of the terms of this paragraph.

FOUR HOUR MINIMUM PER EMPLOYEE PER DAY/ DEADLINE FOR SUBMISSION IS 10:00 AM MONDAY